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FORM 1372.—Mar., 1916.  
Fifth District.

UNITED STATES CIVIL SERVICE COMMISSION.

Washington, D. C.

INSTRUCTIONS TO APPLICANTS,  
FIFTH UNITED STATES CIVIL-SERVICE DISTRICT,  
HEADQUARTERS AT ATLANTA, GA.

*Before writing for information see that your inquiry is not answered in this pamphlet.*

1. This pamphlet contains information concerning examinations for the various parts of the Federal competitive classified service in the field (that is, outside of Washington, D. C.) and within the limits of the Fifth United States Civil-Service District. The positions covered by the pamphlet are enumerated in paragraph 3. Brief information concerning other positions will be found in paragraphs 192 to 196. Complete information relative to positions in the departments at Washington, D. C., and in the Panama Canal and Philippine Services is not included in this publication; concerning them persons interested should address: "The United States Civil Service Commission, Washington, D. C."

2. The Fifth United States Civil-Service District is one of twelve districts which have been established for convenience in holding examinations and making certifications for filling vacancies in certain field positions. The Fifth District comprises the States of South Carolina, Georgia, Florida, Alabama, Mississippi, and Tennessee, with headquarters at Atlanta, Ga.

3. Following is a list of the positions which have been placed under the Fifth District organization, with a guide to the location in the pamphlet of information concerning them:

(a) All positions in the following:

	Page.		Page.
All first and second class post offices (except the position of rural carrier).....	14	The Custodian Service in all Federal buildings.....	15
All customs districts.....	12	All internal-revenue districts.....	11

(b) The following-named positions in all field branches of the service (except the Quartermaster Corps), including Immigration, Steamboat-Inspection, Lighthouse, and Public Health Services; Bureau of Animal Industry; Weather Bureau; Engineer and Ordnance Departments at large, etc.:

	Page.		Page.
Clerical.....	8	Telephone operator.....	22
Minor clerical.....	9	Messenger boy.....	21
Subclerical.....	10	Mechanical trades and similar noneducational positions (except services for which regulations provide otherwise).....	22
Enographer.....	19	Unskilled laborer (where labor regulations are in force).....	23
Typewriter.....	19		
Enographer and typewriter.....	19		
Bookkeeper.....	22		
Elevator conductor.....	21		



(c) The following in certain field branches:

	Page.		Page.
In the Quartermaster Corps: Messenger, stenographer, watchman, and the following noneducational positions: Positions in the harbor-boat service, engineer, forester, gardener, janitor, packer (at depots), rodman, warehouseman, and wheelwright.....	16	In the Engineer Department at large: Certain positions.....	15
In national military parks: Certain positions.....	19	In naval establishments: Certain positions.....	18
In the Ordnance Department at large: Certain positions.....	17	In the Forest Service: Forest clerk.....	20
		Computing clerk.....	22
		In the Lighthouse Service: Certain positions.....	17

4. Additional positions may be included in the Fifth-District organization when the conditions of the service make such additions desirable and practicable.

5. All civil-service work pertaining to the positions named in paragraph 3 is under the direction of a district secretary, subject to the supervision of the United States Civil Service Commission. The address of the district secretary is "Secretary, Fifth Civil-Service District, Post Office, Atlanta, Ga."

6. For information concerning vacancies, and salaries of positions, in any Federal office, inquiry should be made of the official in charge of the office.

### SPECIAL NOTICE—PHOTOGRAPHS.

7. Each applicant for an examination which includes a mental test, or for the position of unskilled laborer, will be required to submit to the examiner on the day he is examined a photograph of himself, taken within two years, which will be filed with his examination papers as a means of identification in case he receives appointment. An applicant who files an application showing him to be eligible for examination will be sent a card on which to mount the photograph and to furnish necessary information in connection therewith. An applicant who fails to present a photograph to the examiner will not be admitted to the examination. Group photographs, tintypes, or proofs will not be accepted.

### HOW TO PROCEED TO SECURE AN EXAMINATION.

8. Vacancies in all positions covered by this publication are filled by open competitive examination, unless filled by reinstatement, transfer, or promotion. Examinations are open to all citizens of the United States who meet the requirements. Persons who wish to take any of the examinations described should follow the directions contained in this pamphlet. In writing for application forms or for information the name of the examination desired should always be stated. The application form when received should be carefully filled out in accordance with the instructions printed thereon and mailed without delay to the secretary of the Fifth Civil-Service District, Atlanta, Ga. If the application is received by the district secretary in time for him to arrange for the examination, and the applicant is found to be entitled to the examination requested, a card will be sent to him in ample time to admit him to the examination if a mental test is required. (See pars. 176 to 180 for method of making registers of the names of those who pass examinations.)

9. A large number of communications are received in which the writers fail to give their full post-office addresses, and in many cases the letters are not signed. Applicants should see that their names are plainly and correctly written and their post office addresses (city, street, and number) given in full. A number of applications fail to reach the district secretary on account of not having sufficient postage attached. Usually at least 4 cents is required. It is not necessary to inclose postage stamps in order to secure a reply from the district secretary.

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## PERSONS WHO MAY NOT BE EXAMINED.

10. The commission is authorized to exclude a person from any examination for any of the following reasons:

(a) That he is not a citizen of, or does not owe allegiance to, the United States. (See pars. 35 to 38.)

(b) That he is, on the date of the examination, under the minimum or over the maximum age limit. (See pars. 13 and 32.)

(c) That he has any of the following defects: Insanity; tuberculosis; paralysis; epilepsy; seriously defective sight of both eyes which can not be corrected by glasses; loss of both arms or both legs; loss of arm and leg; badly crippled or deformed hands, arms, feet, or legs; uncompensated valvular disease of the heart; locomotor ataxia; cancer; Bright's disease; diabetes; or is otherwise physically disqualified for the service which he seeks. An applicant who has heart disease must submit the certificates of two reputable physicians. If the defect is not fully compensated, the application will be canceled.

(d) That he is addicted to the habitual use of intoxicating beverages to excess, or the use of opium, morphine, or other narcotic drugs.

(e) That he has, within nine months, passed the same examination for which he again desires to apply, with certain exceptions as provided in paragraphs 20 and 21.

(f) That he has been dismissed from the Federal service for delinquency or misconduct within one year preceding the date of his application. Whether or not an application will be accepted after the expiration of a year from a person dismissed from the service rests with the commission, and each case of this character will be considered on its individual merits.

(g) That he has failed after probation to receive absolute appointment to the position for which he again applies within one year from the date of the expiration of his probationary service. (See par. 191.) If the application is made after the expiration of a year, the circumstances which resulted in the failure of absolute appointment will determine whether or not the application will be accepted.

(h) That he has made a false statement in his application, or has been guilty of fraud or deceit in any manner connected with his application or examination, or has been guilty of crime or infamous or notoriously disgraceful conduct.

(i) That he has been dishonorably discharged from the United States Army, Navy, or Marine Corps.

## DEAF-MUTES.

11. The President, on April 7, 1909, issued the following order in regard to the admission of deaf-mutes to civil-service examinations:

Deaf-mutes may be admitted to examinations for all places in the classified civil service of the United States whose duties, in the opinion of the heads of the several executive departments, they may be considered capable of performing, and each department will furnish to the Civil Service Commission a list of such positions, which list shall not be changed without previous notice to the commission and in accordance with which the commission shall certify or withhold from certification deaf-mutes as they are reached in their order.

12. Form 1786, containing a list of examinations to which deaf-mutes will be admitted, will be sent upon request.

## PREFERENCE IN APPOINTMENT.

13. Section 1754 of the Revised Statutes provides that persons honorably discharged from the military or naval service *by reason of disability resulting from wounds received or sickness incurred in the line of duty* shall be preferred for appointments to the civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. A person who has been allowed pref-

erence by the commission has the following advantages: (a) He is released from all age limitations; (b) he has to attain an average percentage of only 65 to be eligible, while for all others the average percentage required is 70; (c) having attained an average percentage of 65, his name is placed on the register above, and is certified before, those of persons who have not been allowed preference; and (d) he is released from the law and rules relating to apportionment of appointments. (Appointments outside of Washington, D. C., are not apportioned.) If the names of more than one preference claimant appear on the same register, the name of the claimant having the highest average percentage will, of course, head the list.

14. Persons entitled to preference under section 1754, Revised Statutes, are not released from any requirement as to physical condition or from any other requirement of the examination for which application is made, except those specifically mentioned in the preceding paragraph.

15. Preference under section 1754, Revised Statutes, does not apply to promotion examinations or to examinations for the Philippine Service.

16. Previous employment in the Government service does not entitle an eligible to preference in appointment.

#### GENERAL INFORMATION.

17. The commission has discontinued the requirement that persons who are enlisted in the Army, the Navy, or the Marine Corps shall file with their applications for civil-service examinations permission to enter the examinations obtained from the Secretary of War or the Secretary of the Navy, respectively. Enlisted men will be admitted to examinations to which they are shown to be eligible; the question of their discharge, if offered civil appointment, will be determined by the military or naval authorities.

18. A person holding a classified position will not be permitted to compete in an examination of the same kind as that given for the position occupied or of the kind which resulted in appointment to the service until after three years from the date of appointment, with the following exceptions:

(a) In cases where separate registers for the different branches of the service are maintained for positions in the Departmental, Field, Philippine, and Panama Canal Services, the three-year limitation shall not apply to a person who has been appointed as a result of examination for one of those services and who desires to be examined for the same position in another of the four branches.

(b) The three-year limitation shall not apply to a person who is to be dismissed from the service within the three years on account of necessary reduction of force, or whose services will cease with those of the officer by whom he was commissioned, or who is unassigned with no definite prospect of reemployment, and who has not been examined within nine months of the date of the examination to which such person seeks entrance.

(c) The three-year limitation shall not apply to a person who has been appointed from the typewriter examination and who desires to take the stenographer examination or the stenographer and typewriter examination for the same branch of the service. In case such person passes the stenographer and typewriter examination his name will not be entered upon the typewriter register.

(d) The three-year limitation shall not apply to a person who has been appointed from the stenographer examination and who desires to take the typewriter examination or the stenographer and typewriter examination for the same branch of the service. In case such person passes the stenographer and typewriter examination his name will not be entered upon the stenographer register.



(e) The three-year limitation shall not apply to a person who has been appointed to the position of clerk in the Post-Office Service and who desires to enter an examination for carrier upon the establishment of city delivery service or experimental delivery service at his office.

(f) The three-year limitation shall not apply to a clerk or a carrier in the Post-Office Service who desires to enter an examination for assistant postmaster.

19. It is not necessary for a person to resign a Government position in order to take an examination for a position of a kind different from that occupied and of a kind different from that which resulted in appointment to the service.

20. A person who passes an examination will not be allowed reexamination for the same position, or for any position covered by the same examination, until nine months after the date of the examination he has passed, whether or not his name has been three times certified for appointment. This restriction does not apply to a person who has passed an examination for the Departmental, Panama Canal, or Philippine Service and who desires examination for the Field Service, or vice versa, nor to a person who has passed an examination for the Field Service and who desires to enter the same kind of examination to become eligible for appointments for which he is not eligible as a result of the examination he has passed, provided, in any case, that he is eligible for examination under the regulations. A person who has been notified of failure to pass in an examination may, upon filing a new application in due time, enter the next examination when held.

21. Reexamination under conditions other than those mentioned in the preceding paragraph will be granted only in very exceptional cases, in which injustice has for any reason been done or suffered, and in such cases the request for reexamination must be accompanied by a sworn statement of the alleged facts upon which it is based. A simple statement that the applicant did not do himself justice will not be regarded as sufficient ground for allowing a reexamination. An applicant who is sick or who is recovering from sickness when he enters an examination, or who is taken sick during an examination, must abide by the result of his examination, whether or not he states in his declaration sheet that he is physically unable to do himself justice. In case of reexamination all subjects of the examination must be taken.

22. A person can not be examined for more than one grade of positions on the same date, but may take as many different examinations held by the commission on different dates as he wishes, provided he meets the requirements in each case, and as a result of such examinations he may at the same time be eligible for appointment to several positions in the same branch or different branches of the service.

23. Many applicants fail to execute their applications properly or fail in the examinations, not through a lack of knowledge, but largely through haste and carelessness in reading and interpreting questions and in writing the answers. In filling out the application great care should be exercised to comply with every requirement. In the examinations, while competitors must complete their work within a prescribed period, the time allowed is ample for the careful consideration of every question given.

24. Under sections 28 and 125 of the Criminal Code of the United States any false statement in an application, forgery or alteration of a voucher or certificate, or the presentation to the commission of a paper containing such false statement, forgery, or alteration, is a violation of the law. Prosecutions in such cases have resulted in convictions under the statutes mentioned. The United States Supreme Court has held that it is not essential to charge or prove an actual financial or property loss to make a case of defrauding the United States under the statutes.

25. The time of filing application sometimes determines the relative position of an eligible on the register for the reason that when two eligibles have the same average

the one whose application is filed in complete form first is placed on the register ahead of the other. It is therefore advisable for applicants to file their application as soon as possible after the receipt of the blank application forms.

26. A request for a change in the place at which an applicant wishes to be examined must be made in writing and be received by the district secretary in time for him to arrange for the examination.

27. The commission is not responsible for delay in the receipt of applications. Applications sent by mail are not received unless postage is fully prepaid. Mailing an application is not filing it, and applications, whether sent by mail or otherwise, are not accepted unless actually received by the district secretary in time for the examination desired.

28. Persons who have applied for an examination or who have passed an examination should keep the district secretary informed of any change of post-office address. Failure to do so will be treated as the fault of the applicant or eligible. A request to have an address changed should be made in writing, should relate only to the change in address, and should indicate the kind and date of the examination taken, and, educational, the place of examination.

29. The results of examinations are determined as promptly as possible, and competitors are notified of their averages as soon as the rating of their papers is completed. Nothing can be gained by writing to either the district secretary or the commission to expedite the rating.

30. The civil-service act provides that whenever there are two or more members of a family in the public service in the grades covered by that act no other member of such family shall be eligible for appointment to any of the said grades. The Attorney General, on May 25, 1907, rendered an opinion that where two or more members of a family are in the public service in the grades covered by the civil-service act the commission is authorized and required to withhold from certification the name of any other member of such family. If, on inspection of an application for examination, it is found that two or more members of the applicant's family are in the classified service, the applicant will be admitted to examination if four otherwise eligible, but his name will not be certified for appointment so long as two or more members of his family are in the classified service.

31. A person shown by his application to have not more than one member of his family employed in the classified service, and who is therefore apparently eligible for certification and appointment, may become ineligible through the appointment of other members of his family subsequent to the filing of his application. Every eligible must therefore promptly inform the commission when any additional members of his family are appointed to the classified service, and he is warned that if he fails to thus notify the commission and there results a tender of appointment which he accepts, his appointment will be illegal if two members of his family are then employed in the classified service, and any expense incurred in reporting for duty or otherwise will be at his own risk.

32. When age limitations are prescribed in connection with an examination an applicant will be admitted to examination if on the date thereof he has reached or passed a certain prescribed age and is under a certain prescribed age. For example, when the period of eligibility to examination is from the age of 20 to the age of 40 years he will be admitted to examination if on the date thereof he has reached his twentieth birthday, and he will not be admitted to examination if on the date thereof he has reached his fortieth birthday. The age limits for all examinations are waived in the case of persons honorably discharged from the United States military or naval service by reason of disability resulting from wounds received or sickness incurred in the line of duty.



33. The commission will close the distribution or receipt of applications for any examination when, in its judgment, a sufficient number have been distributed or received.

34. If the needs of the service make such action advisable, the commission may postpone or cancel an examination. When an examination is postponed or canceled, persons who have applications on file will be notified. In case of postponement, notice of the date on which the examination is to be held will be sent as soon as the date is determined.

35. All applicants must make oath in their applications to their citizenship or allegiance. In the case of a foreign-born applicant who claims United States citizenship, such citizenship must be fully proved in one of the following ways:

(a) If naturalized directly, the applicant's final certificate of naturalization must be submitted. If the certificate is issued in a name which differs in any particular from the applicant's name as it appears in the application, it will be necessary for the applicant to prove his identity by submitting the affidavits of two disinterested citizens to the effect that the applicant is the identical person to whom the certificate was issued.

(b) If naturalized by the naturalization of a parent during applicant's minority, final naturalization certificate of such parent must be submitted, together with affidavits of two disinterested citizens that the applicant is the reputed child of the person so naturalized.

(c) If naturalized by the naturalization of the applicant's husband, or by marriage to a naturalized citizen, the marriage certificate or other satisfactory evidence of marriage, accompanied by the final naturalization certificate of the husband, must be submitted.

(d) If naturalized by marriage to a native American citizen, the marriage certificate must be submitted, accompanied by the affidavits of two disinterested citizens that the husband (the name to correspond to that shown in marriage certificate) is a native citizen. The affidavits should, if possible, show place and date of the husband's birth.

(e) If the applicant is the child of American citizens temporarily residing abroad at the time of applicant's birth, he must furnish affidavits of two disinterested citizens to the facts as claimed. If the parents are naturalized citizens, their citizenship must be proved as in (b) above.

(f) If the applicant has been honorably discharged from the Regular or Volunteer Army of the United States, and has resided at least one year in the United States, he may be admitted to citizenship upon filing petition with the proper court, as provided by section 2166, Revised Statutes.

(g) If the applicant has been honorably discharged from the United States Navy after a service of five consecutive years, or from the United States Marine Corps after one enlistment, he may be admitted to citizenship upon filing petition with the proper court, as provided by 28th Statutes at Large, page 124.

36. An application from a foreign-born person claiming citizenship, but failing to furnish the required proof, will be disapproved. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization. When the original naturalization papers are lost, a copy should be procured from the court that issued them, or, if the records of the court are destroyed, a new certificate should be obtained.

37. A foreign-born person who expects to become a United States citizen within 90 days after the date of an examination he may desire to enter, and who is otherwise eligible for examination, will be admitted to examination subject to his submitting proof of United States citizenship within the 90-day period mentioned.

38. When a person has once filed with the commission proof of citizenship in connection with an application for examination, it is not necessary to file such proof with a subsequent application, but he should state in such application the kind, date and place of examination in connection with which he has furnished proof of citizenship.

#### CIVIL-SERVICE SCHOOLS AND INSTITUTES.

39. The commission has no connection with any civil-service school or institute doing business by correspondence or otherwise, and has no information to furnish in regard to such schools. Representatives of schools are not permitted to inspect the examination papers of competitors. Authentic information in regard to examination may be obtained only from the United States Civil Service Commission or the district secretary, and without cost. The commission is in no way responsible for the statements contained in the advertisements of schools.

#### FIRST, SECOND, AND THIRD GRADE EXAMINATIONS.

40. For positions in field branches of the service which require a mental test but do not require special or technical qualifications, examinations of three grades or degrees of difficulty are held, namely:

First-grade, or clerical.

Second-grade, or minor clerical.

Third-grade, or subclerical.

41. Eligibles on the first and third grade registers will be certified for filling vacancies as they may occur in any branch of the Field Service in positions covered by the grade of examination they have passed. (See regulations governing certifications, pages 176 to 191.) Applicants for the first and third grade examinations should therefore apply for "all services" in their applications, unless there are one or more services in which they will not accept appointment. In this event they should specifically enumerate in their applications the services in which appointment is NOT desired in order that their names may not be certified for those services. The second-grade examination is given for the positions of clerk and carrier in the Post-Office Service, and seldom for any other positions.

42. A request for a change in the designation of the services in which employment is or is not desired must be made in writing; otherwise no change will be made.

43. A request for a change in the grade of examination desired by an applicant must be made in writing and be received by the district secretary in time for him to arrange for the examination.

#### THE FIRST-GRADE, OR CLERICAL, EXAMINATION.

(For description of examination, sample questions, etc., see page 27.)

44. The minimum age limit for admission to this examination is 18 years; there is no maximum age limit; but no person under 21 years of age on the day of examination will be eligible for appointment as deputy collector (under the narcotic drugs law or under the income-tax provision of the tariff law), storekeeper, gauger or storekeeper-gauger in the Internal-Revenue Service; and no person under 21 more than 45 years of age on the day of examination will be eligible for appointment as day inspector or assistant weigher in the Customs Service, or to any position at that service whose duties are partly those of inspector.

45. Application form 1371, excluding the medical certificate, is required. The blank on the back of this pamphlet should be used when request is made for an application form.

46. This examination is given for the positions of assistant weigher and inspector, clerk, inspectress, cashier, storekeeper (classed as clerk), deputy office

gauger, and sampler in the Customs Service; deputy collector (under the narcotic drugs law and under the income-tax provision of the tariff law), clerk, gauger, storekeeper, and storekeeper-gauger in the Internal-Revenue Service; clerk in navy yards and naval stations; and clerical positions requiring similar qualifications in the services named and other field branches. Persons desiring examination for any of these positions should apply for the "first-grade, or clerical," examination.

47. This examination will be held annually on the first Saturday in November, at the following-named places, except that when the number of eligibles on the register in any case is sufficient to meet the needs of the service the examination for that place may be postponed until the next year :

Alabama :	Georgia—Continued.	South Carolina:
Birmingham.	Atlanta.	Charleston.
Dothan.	Augusta.	Chester.
Huntsville.	Columbus.	Columbia.
Mobile.	Macon.	Florence.
Montgomery.	Savannah.	Georgetown.
Opelika.	Thomasville.	Greenville.
Florida :	Mississippi :	Greenwood.
Cedar Keys.	Greenville.	Orangeburg.
Gainesville.	Grenada.	Sumter.
Jacksonville.	Gulfport.	Tennessee:
Key West.	Hattiesburg.	Bristol.
Miami.	Holly Springs.	Chattanooga.
Pensacola.	Jackson.	Jackson.
Tallahassee.	Meridian.	Knoxville.
Tampa.	Vicksburg.	Memphis.
Georgia :	West Point.	Nashville.
Athens.		

48. Application blanks may be obtained on and after September 1, either from the local secretaries at the post offices or customhouses in the cities named or from the secretary of the Fifth Civil-Service District, Atlanta, Ga. To receive consideration for the November examination, applications must be filed with the district secretary at Atlanta in time for him to arrange for the examination at the place selected by the applicant. *Applications for the November examination will not be accepted before September 1.*

49. Should it become necessary, to meet the needs of the service, to hold examinations at any of the above-named or other places on dates other than that of the annual examination in November, due announcement of such extra examinations will be made.

50. A person who has passed the first-grade examination for the Field Service may not take the same examination for that service within nine months of the date of the examination he has passed, with certain exceptions as provided in paragraphs 20 and 21.

#### THE SECOND-GRADE, OR MINOR CLERICAL, EXAMINATION.

(For description of examination, sample questions, etc., see pages 27 and 29.)

51. This examination is given for the positions of clerk, and carrier for city delivery, in the Post-Office Service, and, infrequently, for minor clerical positions in other services. Information concerning the Post-Office Service will be found in paragraphs 82 to 87.

52. Should vacancies occur in minor clerical positions in field branches of services other than the Post Office, they will be filled by examination consisting of the second-



grade subjects as shown on page 27, omitting the test in reading addresses, and with the addition of such other tests as may be deemed necessary. Such examinations will be held only when eligibles are needed and will be duly announced.

### THE THIRD-GRADE, OR SUBCLERICAL, EXAMINATION.

(For description of examination, sample questions, etc., see pages 27 and 31.)

53. The minimum age limit for this examination is 18 years; there is no maximum age limit; but no person who is less than 20 or more than 50 years of age on the day of examination will be certified for employment in the Custodian Service in any position, and in making certifications for filling vacancies in the position of watchman the following age limits will be observed: Department of Labor, 20 to 40 years; Department of Agriculture, 25 years or over; Post Office Department, 30 to 50 years; Navy-Yard Service, 20 to 50 years; other branches, 20 years or over. In the case of persons allowed preference under section 1754, Revised Statutes, the age limits will be waived. (See pars. 13 and 32.)

54. Application and examination form 1371, including the medical certificate, is required.

55. This examination is given for the positions of foreman and night inspector in the Customs Service; store laborer and ship keeper in the Navy-Yard Service; timekeeper, caretaker, custodian, fort keeper, receiver of materials, and storekeeper in the Engineer Department at large; and for messenger, watchman, classified laborer, skilled laborer, and positions requiring similar qualifications, in the services named and other field branches. Information concerning examinations for the position of elevator conductor will be found in paragraphs 148 to 153; messenger boy, paragraphs 154 to 158; janitor and assistant custodian-janitor, Custodian Service, paragraph 90. Persons desiring to become eligible for appointment to subclerical positions, except elevator conductor, messenger boy, janitor, and assistant custodian-janitor, should apply for the "third-grade, or subclerical," examination.

56. The term "skilled laborer," or "classified laborer," as here used, is not intended to embrace the mechanical trades, which are commonly referred to as being skilled labor. In the sense in which it is used in this pamphlet it means a person whose duties are general and miscellaneous, below those of the clerical grade, usually below those of the minor clerical grade, and above the grade of mere manual labor. In establishments of the Ordnance Department at large many minor clerical positions are designated as "skilled office laborer," which positions are filled through the second-grade examination. (See par. 111.)

57. The third-grade examination will be held only when eligibles are needed and will be duly announced. Application blanks will not be distributed until an examination is announced.

58. Women will not be admitted to the third-grade examination unless the announcement specifically states that they will be admitted.

59. A person who has passed the third-grade examination for the Field Service may not take the same examination for that service within nine months of the date of the examination he has passed, with certain exceptions as provided in paragraphs 2 and 21.

60. Applicants for the third-grade, or subclerical, examination must be able-bodied and physically capable of performing manual labor. Persons afflicted with flatfoot will not be admitted to this examination.

61. Male applicants for the third-grade, or subclerical, examination, upon the request at the time of taking the mental examination, may take the strength test which is given to applicants for the position of unskilled laborer, and which consists in shouldering and carrying a mail sack and contents weighing 125 pounds. If they pass the strength test in addition to the subclerical examination, it will be noted on

the skilled laborer register as in the nature of a qualification. If an appointing officer requests certification from the third-grade register of those persons capable of performing heavy manual labor connected with a subclerical position, certification will be made from the skilled laborer register of eligibles standing highest in the educational examination who have also passed the strength test.

### INTERNAL-REVENUE SERVICE.

62. The first-grade, or clerical, examination is given for positions in this service as follows: Deputy collector (under the narcotic drugs law and under the income-tax provision of the tariff law), clerk, gauger, storekeeper, and storekeeper-gauger. Information concerning positions of deputy collector filled through appointment by the collector, without competitive examination, is contained in paragraphs 146 and 147.

63. The position of messenger in this service and other positions requiring similar qualifications are filled from registers established as a result of the third-grade, or subclerical, examination.

64. *Applicants for the first or third grade examination should not apply for specific positions.* (See pars. 40, 41, 46, and 55.)

65. Positions under the narcotic drugs law and under the income-tax provision of the tariff law are filled in the same manner that other competitive positions are filled.

66. Persons who pass the examination held at the following-named places will be eligible for appointment in the Internal-Revenue Service in the internal-revenue district in which such places are located, as indicated below:

(a) The internal-revenue district of Alabama, comprising the States of Alabama and Mississippi:

Birmingham, Ala. (hdqrs.).	Hattiesburg, Miss.	Mobile, Ala.
Dothan, Ala.	Holly Springs, Miss.	Montgomery, Ala.
Greenville, Miss.	Huntsville, Ala.	Opelika, Ala.
Grenada, Miss.	Jackson, Miss.	Vicksburg, Miss.
Gulfport, Miss.	Meridian, Miss.	West Point, Miss.

(b) The internal-revenue district of Florida:

Cedar Keys, Fla.	Key West, Fla.	Tallahassee, Fla.
Gainesville, Fla.	Miami, Fla.	Tampa, Fla.
Jacksonville, Fla. (hdqrs.).	Pensacola, Fla.	

(c) The internal-revenue district of Georgia:

Athens, Ga.	Columbus, Ga.	Savannah, Ga.
Atlanta, Ga. (hdqrs.).	Macon, Ga.	Thomasville, Ga.
Augusta, Ga.		

(d) The internal-revenue district of South Carolina:

Charleston, S. C.	Florence, S. C.	Greenwood, S. C.
Chester, S. C.	Georgetown, S. C.	Orangeburg, S. C.
Columbia, S. C. (hdqrs.).	Greenville, S. C.	Sumter, S. C.

(e) The internal-revenue district of Tennessee:

Bristol, Tenn.	Jackson, Tenn.	Memphis, Tenn.
Chattanooga, Tenn.	Knoxville, Tenn.	Nashville, Tenn. (hdqrs.).

67. Storekeepers and gaugers whose compensation does not exceed \$3 per diem, when actually employed, and whose aggregate compensation does not exceed \$500 per annum, are not subject to competitive examination.

68. The minimum age limits for examinations for the Internal-Revenue Service are as follows: Deputy collector (under the narcotic drugs law and under the income-

tax provision of the tariff law), storekeeper, gauger, and storekeeper-gauger, 21 years; other positions, 18 years. There are no maximum limits for this service.

69. For description of first and third grade examinations, see pages 27 and 31; for date of annual examination, see paragraph 47. Information concerning stenographer and typewriter examinations is given in paragraphs 131 to 139. For additional information concerning certification and eligibility, see paragraphs 176 to 191.

## CUSTOMS SERVICE.

70. The Fifth Civil-Service District comprises five entire customs districts and part of another. Certifications for filling vacancies in the Customs Service are made in accordance with the regulation contained in paragraph 182. The territory embraced in the separate districts and part of district, and the places of examination in each (see par. 47), are as follows:

(a) The district of South Carolina comprises all of the State of South Carolina, with district headquarters at Charleston. Beaufort, Charleston, and Georgetown, are ports of entry. Places at which annual first-grade examinations are held (see par. 47) are as follows:

Charleston, S. C.	Florence, S. C.	Greenwood, S. C.
Chester, S. C.	Georgetown, S. C.	Orangeburg, S. C.
Columbia, S. C.	Greenville, S. C.	Sumter, S. C.

(b) The district of Georgia comprises all of the State of Georgia except the north shore of the St. Marys River and the city of St. Marys, with district headquarters at Savannah. Atlanta, Brunswick, Darien, and Savannah are ports of entry. Places at which annual first-grade examinations are held (see par. 47) are as follows:

Athens, Ga.	Columbus, Ga.	Savannah, Ga.
Atlanta, Ga.	Macon, Ga.	Thomasville, Ga.
Augusta, Ga.		

(c) The district of Florida comprises all of the State of Florida and the north shore of the St. Marys River and the city of St. Marys, in the State of Georgia, with district headquarters at Tampa. Apalachicola, Boca Grande, Carrabelle, Cedar Key, Fernandina (including St. Marys, Ga.), Jacksonville, Key West, Miami, Pensacola, Port Inglis, Punta Gorda, St. Andrews, St. Augustine, and Tampa (including Port Tampa) are ports of entry. Places at which annual first-grade examinations are held (see par. 47) are as follows:

Cedar Keys, Fla.	Key West, Fla.	Tallahassee, Fla.
Gainesville, Fla.	Miami, Fla.	Tampa, Fla.
Jacksonville, Fla.	Pensacola, Fla.	

(d) The district of Mobile comprises all of the State of Alabama and all of that part of the State of Mississippi which lies south of 31° north latitude, with district headquarters at Mobile. Birmingham and Mobile, Ala., and Gulfport and Scranton, Miss., are ports of entry. Places at which annual first-grade examinations are held (see par. 47) are as follows:

Birmingham, Ala.	Huntsville, Ala.	Montgomery, Ala.
Dothan, Ala.	Mobile, Ala.	Opelika, Ala.
Gulfport, Miss.		

(e) That part of the State of Mississippi which lies north of 31° north latitude included in the customs district of New Orleans. The balance of that customs district is included in the Tenth Civil-Service District. There are no ports of entry in the part of Mississippi referred to. (See par. 182.)



(f) The district of Tennessee comprises all of the State of Tennessee, with district headquarters at Memphis. Chattanooga, Knoxville, Memphis, and Nashville are ports of entry. Places at which annual first-grade examinations are held (see par. 47) are as follows:

Bristol, Tenn.	Jackson, Tenn.	Memphis, Tenn.
Chattanooga, Tenn.	Knoxville, Tenn.	Nashville, Tenn.

71. The first-grade, or clerical, examination is given for positions in this service as follows: Day inspector, clerk, storekeeper (classed as clerk), cashier, deputy officer, and gauger.

72. There are no positions in the Customs Service in the Fifth Civil-Service District which are filled from the second-grade, or minor clerical, register.

73. The third-grade, or subclerical, examination is given for the positions of night inspector, messenger, watchman, and classified laborer. Persons less than 5 feet 7 inches in height without shoes will not be appointed to the position of watchman in the Customs Service. Third-grade examinations will be held only when eligibles are needed and will be duly announced.

74. *Applicants for the first or third grade examination should not apply for specific positions.* (See pars. 40, 41, 46, and 55.)

75. Examinations for the positions of chief or special deputy collector, examiner, and weigher are held only when eligibles are needed and will be duly announced.

76. The examination for opener and packer will consist of the third-grade, or subclerical, subjects, with a weight of 40 per cent (see page 27); training and experience, 30 per cent. Credit will be given for experience in opening and packing general merchandise. Applicants must state fully in their applications the class or classes of goods they have opened and packed; as books, dry goods, clothing, fruit, groceries, glassware, etc. They should also give the names and addresses of employers, the kind of business in which each employer was engaged, and the length of time employed in packing each class of goods. Application and examination form 1371, including the medical certificate, is required. This examination will be held only when eligibles are needed, and due announcement of examinations will be made.

77. When examinations for opener and packer and for other subclerical positions are announced to be held at any place at the same time, applicants for the opener and packer examination who may also desire to become eligible for the subclerical positions named in paragraph 55 will be required to take but one examination, but must file separate applications on Form 1371, one for opener and packer and another for the other subclerical positions. One of these applications *must be duly executed*; the other may be a copy of the first in the handwriting of the applicant. The copy must be complete in every particular, including the jurat, vouchers, medical certificate, and all other parts executed in the original, and must be accompanied by a statement showing the kind, date, and place of the examination for which the original was filed. The copy must be filed with the original; it can not be made after the original has been filed.

78. For most positions of boatman a noneducational examination is given. A few such positions require also a mental test, and in such cases the examination will consist of the educational subjects of the third-grade, or subclerical, examination with a weight of 20 per cent (see page 27); training and experience, 50 per cent; and physical ability, 30 per cent. When no mental test is required, the examination will consist of the subjects of training and experience, and physical ability. For the noneducational examination application and examination form 1800 is required; for the educational examination Form 1371, including the medical certificate, is required. This examination will be held only when eligibles are needed, and will be duly announced.

79. In the Customs Service women are, unless otherwise specified, eligible for appointment to the following-named positions only: Deputy collector, deputy surveyor, clerk, stenographer and typewriter, inspectress, and cashier.

80. The age limits for examinations for the Customs Service are as follows: Weigher, assistant weigher, day inspector, and positions the duties of which are partly those of inspector, minimum 21, maximum 45 years; watchman, minimum 20 years, no maximum; other educational examinations, minimum 18 years, no maximum; noneducational examinations, minimum 20 years, no maximum. (See pars. 13 and 32.)

81. For description of first and third grade examinations, see pages 27 and 31. Information concerning stenographer and typewriter examinations is given in paragraphs 131 to 139. Additional information relative to noneducational examinations will be found in paragraphs 160 to 169. The position of unskilled laborer in cities where labor regulations are in force is filled as a result of physical examination, as described in paragraphs 170 to 175. For additional information relative to certification and eligibility, see paragraphs 176 to 191.

### POST-OFFICE SERVICE.

82. The second-grade, or minor clerical, examination is given for the positions of clerk, and carrier for city delivery, in the Post-Office Service. (For description of examinations, sample questions, etc., see pages 27 and 29.) Complete information concerning applications and examinations for and appointments in this service is contained in Form 1898 (Instructions to Applicants, Post-Office Service), which may be had by addressing a postal card to the secretary of the Fifth Civil-Service District, Atlanta, Ga.

83. Applicants for the positions of clerk and city carrier must have reached their eighteenth birthday but not their forty-fifth birthday, on the date of the examination. The age limits are waived in the case of persons honorably discharged from the military or naval service *by reason of disability* resulting from wounds or sickness incurred in line of duty. All applicants, however, must meet the physical requirements prescribed.

84. Examinations for the larger first-class post offices are held on the second Wednesday in May of each year, if the needs of the service so require. Application blanks for these examinations are distributed and applications received on and after March 1.

85. Examinations for the smaller first-class post offices and for all second-class post offices are held only when eligibles are needed. Public announcement of such examinations is made, and application blanks are not distributed nor applications received until examinations are announced.

86. It is the policy of the Post Office Department to fill vacancies in the position of assistant postmaster in first and second class post offices by the promotion or transfer of competent persons already in the service. When they are not so filled, appointment is made from the same examination as that for clerk and carrier; but a person who is under 21 years of age on the day of examination will not be eligible for appointment as assistant postmaster. No maximum age limit has been fixed for this position, and the rigid physical requirements prescribed for clerk and carrier positions are not made applicable. (For physical defects that will bar persons from any examination, see par. 10 (c).) Examinations for assistant postmaster are held only upon request of the Post Office Department.

87. Information concerning stenographer and typewriter examinations will be found in paragraphs 131 to 139; unskilled laborer, paragraphs 170 to 175; rural carrier, paragraphs 194 and 195; fourth-class postmaster, paragraph 196.



## CUSTODIAN SERVICE.

88. The Custodian Service covers positions the duties of which relate to the care and management of public buildings outside of Washington, D. C. Women are not eligible for appointment in the Custodian Service, except for the positions of clerk (stenographer and typewriter) and charwoman.

89. The age limits for examinations for the Custodian Service are 20 and 50 years for all positions. The age limits are waived in the case of persons honorably discharged from the United States military or naval service *for disability resulting from wounds received or sickness incurred in the line of duty.* (See par. 32.)

90. Educational examinations.—Examinations for the positions of assistant custodian, assistant custodian-janitor, janitor, and technical positions, such as steam engineer, engineer helper, electrician, and dynamo tender, are held only when eligibles are needed, and are duly announced. Information concerning examinations for the position of elevator conductor will be found in paragraphs 148 to 153. Vacancies occurring in other subclerical positions are filled from registers resulting from the third-grade, or subclerical, examination referred to in paragraphs 53 to 61.

91. Noneducational examinations.—This class includes positions such as fireman, fireman-helper, fireman-laborer, fireman-watchman, etc. Examinations are held only when eligibles are needed, and are duly announced.

92. The first word of the title of double-titled positions in the Custodian Service—such as fireman-watchman, watchman-fireman, fireman-laborer, etc.—indicates the more important duties of the position, and vacancies are filled by noneducational or educational examination accordingly. For instance, a vacancy in the position of fireman-watchman will be filled by a noneducational examination for fireman, while a vacancy in the position of watchman-fireman will be filled by certification from the register established as a result of the third-grade, or subclerical, educational examination referred to in paragraphs 53 to 61.

93. Application and examination form 1800 is required for noneducational examinations for the Custodian Service. Applications must be filled out in the handwriting of the applicants.

94. For further information concerning noneducational examinations, see paragraphs 160 to 169. Information relative to the position of unskilled laborer is given in paragraphs 170 to 175. The regulations governing certification and eligibility are shown in paragraphs 176 to 191.

## ENGINEER DEPARTMENT AT LARGE.

95. The headquarters of the United States engineer districts in the Fifth Civil Service District are located at Charleston, S. C.; Chattanooga, Memphis, and Nashville, Tenn.; Jacksonville, Fla.; Mobile and Montgomery, Ala.; Savannah, Ga.; and Vicksburg, Miss.

96. Educational examinations.—The positions of clerk of the entrance grade, copyist, bookkeeper, stenographer, typewriter, and subclerical positions, including elevator conductor, messenger, messenger boy, timekeeper, skilled laborer, caretaker, custodian, fort keeper, receiver of materials, storekeeper, and watchman, are filled by certification of eligibles by the district secretary at Atlanta, Ga. These positions, except bookkeeper, stenographer, typewriter, elevator conductor, and messenger boy, are filled from registers resulting from the first and third grade examinations referred to in paragraphs 40 to 61. Information concerning the stenographer and typewriter examinations will be found in paragraphs 131 to 139; messenger boy, paragraphs 154 to 158, elevator conductor, paragraphs 148 to 153; bookkeeper, paragraph 159. Examinations for other positions will be held only when eligibles are needed, due announcement of which will be made.



97. **Draftsman examinations.**—All positions of draftsman below the grade of junior engineer draftsman in the Engineer Department at large are filled through an examination which consists of a rating on training and experience and a rating on submitted specimens of drawing and lettering, the two elements having equal weight in the total rating. Examinations will be announced by the district secretary when eligibles are needed, and application blanks (Form 1312) will not be distributed until an examination has been announced, except that applications for the position of apprentice draftsman may be filed with the district secretary at any time. Examinations for draftsmen of higher grades will be announced by the commission when necessary.

98. **Noneducational examinations.**—This class includes mechanical trades and similar positions. Applications are accepted at any time by the local boards of civil-service examiners for the engineer districts. Application and examination blanks (Form 1800) may be obtained from the Secretary of the Fifth Civil-Service District, Atlanta, Ga., or the secretary of the local board at the headquarters of the engineer district in which employment is desired. (See par. 95.) The local boards will also furnish any further information desired concerning these positions.

99. Registers for mechanical trades positions show the branch or branches of the trade in which the eligibles are experienced, and selection for filling a vacancy in the Engineer Department at large may be made from the highest three eligibles who have had experience in a particular branch of the trade. For instance, the carpenter register may contain the names of stair builders, ship carpenters, bridge carpenters, etc.

100. The minimum age limit for noneducational examinations for the Engineer Department at large is 18 years. There is no maximum limit.

101. For additional information concerning noneducational examinations, see paragraphs 160 to 169. For information relative to certification and eligibility, see paragraphs 176 to 191.

## QUARTERMASTER CORPS.

102. The branch of the service formerly known as the Quartermaster's Department at large is now embraced in the Quartermaster Corps. The Army appropriation act, approved August 24, 1912, provides that positions in the Quartermaster Corps which formerly were filled as a result of open competitive examinations held by the Civil Service Commission, may be filled through such examinations or by enlistment. The information given below is applicable when the positions are filled through examination. For information relating to positions filled by enlistment, application should be made to the Quartermaster General of the Army, Washington, D. C.

103. Establishments of the Quartermaster Corps in the Fifth Civil-Service District are located at:

Fort Moultrie, S. C.	Fort Barrancas, Fla.	Fort Pickens, Fla.
Fort Fremont, S. C.	Fort Morgan, Ala.	Fort Screven, Ga.
Fort Dade, Fla.	Fort McPherson, Ga.	Quartermaster's office, At-
Fort De Soto, Fla.	Fort Oglethorpe, Ga.	lanta, Ga.

104. **Educational examinations.**—Vacancies occurring in subclerical positions, such as messenger and watchman, are filled by certification from registers resulting from the third-grade examination referred to in paragraphs 53 to 61. Information concerning stenographer and typewriter examinations is given in paragraphs 131 to 139. Examinations for other positions which require mental tests are held as the needs of the service require.

105. **Noneducational examinations.**—Positions of the noneducational class which are filled through competitive examination are as follows: Positions in the harbor-boat service, stationary engineer (salary \$900 a year or less), forester, gardener, janitor, packer (at depots), rodman, warehouseman, and wheelwright.

106. Examinations are held only when eligibles are needed and are duly announced. Form 1800 is used in making application for these positions.

107. The age limits for noneducational examinations for the Quartermaster Corps are 20 and 50 years. (See par. 32.) The age limits are waived in case of persons honorably discharged from the military or naval service *by reason of wounds received or sickness incurred in the line of duty.*

108. For further information relative to noneducational examinations, see paragraphs 160 to 169. For information relative to certification and eligibility, see paragraphs 176 to 191.

## ORDNANCE DEPARTMENT AT LARGE.

109. The only establishment of the Ordnance Department at large in the Fifth Civil-Service District is at Augusta, Ga.

110. **Educational examinations.**—Clerical, minor clerical, and subclerical positions in this service are filled from registers resulting from the first, second, and third grade examinations referred to in paragraphs 40 to 61.

111. For the position of skilled office laborer, the second-grade, or minor clerical, examination, referred to in paragraphs 51 and 52, is given if the duties of the position do not require a knowledge of typewriting. If a knowledge of typewriting is required, the minor typewriter examination is given. Examinations are held as the needs of the service require and are duly announced.

112. Information concerning examinations for the position of stenographer and typewriter will be found in paragraphs 131 to 139; messenger boy, paragraphs 154 to 158.

113. Examinations for other positions which require mental tests are held as the needs of the service demand and are duly announced.

114. **Noneducational examinations.**—This class includes mechanical trades and similar positions. Applications are received at any time by the local board of civil-service examiners at the ordnance establishment. Application and examination blanks (Form 1800) may be obtained from the secretary of the Fifth Civil-Service District, Atlanta, Ga., or the secretary of the local board. The local board will also furnish any further information desired concerning these positions.

115. The age limits for noneducational examinations for the Ordnance Department at large are as follows: Men, minimum 20, maximum 55 years; women, minimum 18, maximum 45 years. (See pars. 13 and 32.)

116. For additional information concerning noneducational examinations, see paragraphs 160 to 169. For information relative to certification and eligibility, see paragraphs 176 to 191.

117. **Unskilled labor.**—For information concerning the position of unskilled laborer in the Ordnance Department at large, application should be made to the board of labor employment at the ordnance establishment. General information concerning unskilled labor in Federal offices and establishments will be found in paragraphs 170 to 175.

## LIGHTHOUSE SERVICE.

118. The headquarters of the lighthouse districts which are wholly or partly in the Fifth Civil-Service District are located as follows: Sixth lighthouse district, Charleston, S. C.; seventh lighthouse district, Key West, Fla.; eighth lighthouse district, New Orleans, La.; fourteenth lighthouse district, Cincinnati, Ohio; fifteenth lighthouse district, St. Louis, Mo.

119. **Educational examinations.**—The positions of bookkeeper, clerk, copyist, stenographer, typewriter, messenger boy, messenger, watchman, and skilled laborer are filled by certification of eligibles by the secretary of the Fifth Civil-Service District,

Atlanta, Ga. The positions of clerk, copyist, messenger, watchman, and skilled laborer are filled from registers resulting from the first and third grade examinations described in paragraphs 40 to 61. Information concerning the stenographer and typewriter examination will be found in paragraphs 131 to 139; bookkeeper, paragraph 159; messenger boy, paragraphs 154 to 158.

120. Examinations for aid, cadet engineer, cadet officer, draftsman, scientific assistant, superintendent, and other such technical positions will be announced when eligibles are needed.

121. **Noneducational examinations.**—This class includes the mechanical trades, the positions of master, mate, pilot, engineer on light vessels and tenders, keeper, assistant keeper, and similar positions. Applications are received at any time by the local boards of civil-service examiners for the lighthouse districts. A local board may suspend the receipt of applications for any particular position until such time as eligibles for that position are needed. Application and examination blanks may be obtained from the secretary of the local board at the headquarters of the lighthouse district in which employment is desired, and applications should be filed with him. (See par. 118.) Form 1025 will be used in making application for the positions of keeper and assistant keeper; for other positions of the noneducational class, Form 1800 will be used. The local boards will furnish any further information desired concerning these positions.

122. The age limits for noneducational examinations for the Lighthouse Service are as follows: Minimum, 18 years, except for those positions which require a license from the Steamboat-Inspection Service, for which the minimum limit is 21 years; maximum, 45 years for officers of tenders; none for other positions. Persons honorably discharged from the United States Army, Navy, or Marine Corps, and persons already in the Lighthouse Service in classified positions, will be examined without reference to their age.

123. For additional information concerning noneducational examinations, see paragraphs 160 to 169. For information relative to certification and eligibility, see paragraphs 176 to 191.

### NAVY-YARD SERVICE.

124. Labor boards have been established at the navy yard at Charleston, S. C., the naval station at Key West, Fla., and the aeronautic station at Pensacola, Fla., in the Fifth Civil-Service District.

125. **Educational examinations.**—The positions of clerk of the entrance grade, bookkeeper, stenographer, typewriter, magazine attendant, blue printer, custodian, telegraph operator, telephone switchboard operator, timekeeper, messenger, messenger boy, ship keeper, store laborer, watchman, and certain other positions for which educational examinations are required, are filled by certification of eligibles by the secretary of the Fifth Civil-Service District, Atlanta, Ga. Those of the clerical and subclerical grades, except messenger boy, are filled from registers resulting from the first and third grade examinations described in paragraphs 40 to 61. Information concerning the stenographer and typewriter examinations will be found in paragraphs 131 to 139; bookkeeper, paragraph 159; messenger boy, paragraphs 154 to 158.

126. Information in regard to marine engine and boiler draftsman, copyist marine engine and boiler draftsman, ship draftsman, and copyist ship draftsman examinations is contained in the Manual of Examinations which is issued in January and July of each year.

127. Examinations for other positions requiring mental tests will be held only as eligibles are needed, and will be publicly announced.

128. **Artisans, laborers, etc.**—Applicants for employment in positions of the classes of artisan, common laborer, and the like, should apply to the labor board at the navy yard or other naval establishment where employment is desired. (See par. 124.)



## NATIONAL MILITARY PARKS.

129. The names and locations of national military parks in the Fifth Civil-Service District are as follows: Chickamauga and Chattanooga National Park, Chattanooga, Tenn.; Shiloh National Military Park, Pittsburg Landing, Tenn.; Vicksburg National Military Park, Vicksburg, Miss. Clerical and subclerical positions in this branch of the service are filled by certification from appropriate registers established from examinations for these grades, as described in paragraphs 40 to 61. Information relative to the stenographer and typewriter examination is given in paragraphs 131 to 139. For information concerning conditions of employment in this branch of the service, inquiry should be made of the official in charge of the park at which employment is desired.

## CLERICAL, MINOR CLERICAL, AND SUBCLERICAL POSITIONS IN OTHER FIELD SERVICES.

130. Clerical, minor clerical, and subclerical positions in field branches of the Immigration, the Steamboat-Inspection, and the Public Health Services; Bureau of Animal Industry; Weather Bureau, etc., are filled by certification from appropriate registers established from examinations for these grades as described in paragraphs 40 to 61.

## STENOGRAPHER AND TYPEWRITER.

131. Combined stenographer and typewriter examinations are held for four branches of the service, namely, the Field Service (see pars. 2 and 3 (b)), the Departmental Service (departments and offices at Washington, D. C.), the Panama Canal Service, and the Philippine Service. Separate stenographer and separate typewriter examinations are held for the Field and Departmental Services.

132. Examinations for the Departmental and Panama Canal Services are held semi-annually, in the spring and fall; for the Field and Philippine Services, only when eligibles are needed.

133. Women are not admitted to examinations for the Panama Canal and Philippine Services.

134. Application forms may be obtained from the secretary of the Fifth Civil-Service District, Atlanta, Ga., when examinations have been announced. Form 1371 is required for the Field Service; Form 304 for the Departmental Service; Form 1312 for the Panama Canal Service or both the Departmental and Panama Canal Services; Form 2 for the Philippine Service. Applications for the Field Service should be filed with the district secretary at Atlanta, Ga.; for the Departmental, Panama Canal, and Philippine Services, with the Civil Service Commission at Washington, D. C.

135. The age limits are as follows: Field and Departmental Services (except Custodian Service, see par. 89), minimum 18 years, no maximum; Panama Canal Service, minimum 20, maximum 45 years; Philippine Service, minimum 20, maximum 40 years. (See pars. 13 and 32.)

136. There is a constant demand for male stenographer and typewriter eligibles. Promotion to the higher grades is reasonably rapid for those whose services prove satisfactory.

137. As a result of one examination a man may become eligible for appointment to the Departmental and Panama Canal Services, and also to the Philippine Service when examinations for that service and other services are held at the same time. A separate examination is required for the Field Service.

138. In filling vacancies in positions in the Field Service, certifications to the various branches of the service will be made as stated in paragraphs 186 and 187.

139. When an examination has been announced, persons desiring to enter the examination should write to the district secretary for the proper application form or forms (see par. 134) and for Form 1424, which contains full information concerning the scope of the examinations and the requirements for all services.

### **FOREST AND FIELD CLERK.**

140. From this examination appointments will be made for filling vacancies occurring in the position of forest clerk in the Forest Service and positions in other branches requiring the qualifications tested by the examination. Forest clerks are employed in the offices of the Forest Service outside of Washington, D. C.

141. Both men and women will be admitted to this examination. Minimum age limit, 18 years; no maximum limit. (See par. 32.) For filling vacancies in the position of forest clerk certification will be made only of men who were not over 40 years of age on date of examination. Application form 1371 is required. Applications will not be accepted from persons who have tuberculosis or other serious physical defect. Applicants will be required to show in their applications that they have had at least one year's actual experience in clerical work in a business office.

142. The subjects of the examination and weights of subjects on a scale of 100 are: Spelling, 5; stenography, 25; copying from rough draft (typewriting), 10; copying from plain copy (typewriting), 5; time, 10; elements of bookkeeping, 20; arithmetic, 10; penmanship, 5; report writing, 10 (all first grade, see page 27). Seven and one-half hours will be allowed for the examination.

143. In lieu of a dictation in stenography, competitors will be furnished a printed exercise which they will be required to write in stenographic notes. The exercise will contain 330 words. If the notes are written in three minutes, 100 per cent in speed will be given; four minutes, 90 per cent; five minutes, 80 per cent; six minutes, 70 per cent; seven minutes, 60 per cent; eight minutes, 50 per cent. If the writing of the notes is not completed in eight minutes, the printed exercise will be taken up and proportionate deduction will be made for the part omitted in the transcript. This exercise will be rated on the speed with which the notes were written and the accuracy of the transcript.

144. The forest and field clerk examination will be held as frequently as the needs of the service require. Application blanks may be secured from the district secretary and applications may be filed with him at any time. When the examination is announced all persons having applications on file will be notified when and where to appear for examination.

145. In filling vacancies in these positions, preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted, resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

### **DEPUTY COLLECTOR OF INTERNAL REVENUE AND DEPUTY MARSHAL.**

146. Attention is invited to the following provision of an act of Congress making appropriations to supply urgent deficiencies in appropriations for the fiscal year 1913, approved October 22, 1913:

Hereafter any deputy collector of internal revenue or deputy marshal who may be required by law or by authority or direction of the collector of internal revenue or the United States marshal to execute a bond to the collector of internal revenue or United States marshal to secure faithful performance of official duty may be appointed by the said collector or marshal, who may require such bond without regard to the provisions of an Act of Congress entitled "An Act to regulate and

improve the civil service of the United States," approved January 16, 1883, and amendments thereto, or any rule or regulation made in pursuance thereof, and the officer requiring said bond shall have power to revoke the appointment of any subordinate officer or employee and appoint his successor at his discretion without regard to the Act, amendments, rules, or regulations aforesaid.

147. The foregoing applies to deputy marshals, and to deputy collectors of internal revenue who are appointed by collectors of internal revenue, but it does not apply to deputy collectors of internal revenue who are appointed by the Commissioner of Internal Revenue, subject to the approval of the Secretary of the Treasury, such as deputy collectors under the narcotic drugs law and under the income-tax provision of the tariff law. For information concerning positions of deputy collector filled through competitive examination, see paragraphs 46 and 62.

### **ELEVATOR CONDUCTOR.**

148. The position of elevator conductor in Federal buildings is filled by examination consisting of the educational subjects of the third-grade examination as shown on page 27, with a weight of 50 per cent, and training and experience 50 per cent.

149. The age limits for this examination are 20 and 50 years. (See pars. 13 and 32.)

150. Application and examination form 1371, including the medical certificate, is required.

151. Applicants for this examination must be able-bodied and physically capable of performing manual labor.

152. In rating the element of "experience" credit will be given for actual experience as elevator conductor, electric motorman, or electric craneman; and applicants who have not had at least 6 months of such experience will not be admitted to the examination. If an applicant has had only 6 months' experience, that experience must have been gained within the 12 months just prior to the date of application. Applicants must fully indicate in their applications the kind of elevators, and whether passenger or freight, upon which they have been employed, as well as the length of their experience.

153. This examination will be held in the city in which, or in the vicinity of which, a vacancy occurs, and only when eligibles are needed, due announcement of which will be made.

### **MESSENGER BOY.**

154. Examinations for filling vacancies in this position are held in the city in which, or in the vicinity of which, a vacancy occurs, and only when eligibles are needed. The examination will consist of the third-grade, or subclerical, subjects, as shown on page 27, with the exception of the subject of training and experience, each of the five subjects having a weight of 20 per cent. When examinations are to be held, due announcement is made.

155. The age limits for this examination are 16 and 18 years. (See par. 32.)

156. Application form 1371, excluding the medical certificate, is required.

157. While there are no height or weight requirements for the position of messenger boy, eligibles whose weight is grossly disproportionate to their age may not be certified for filling vacancies in positions the duties of which are such that unusual weight would interfere with their proper performance.

158. Positions of apprentice in stations of the Weather Bureau are filled by certification from the messenger boy register.



## OTHER EDUCATIONAL EXAMINATIONS.

159. Examinations for the positions of bookkeeper and telephone operator in various branches of the service, and computing clerk in the Forest Service, will be held only when eligibles are needed and will be duly announced. Application forms will not be distributed and applications will not be received until such announcement is made.

## NONEDUCATIONAL EXAMINATIONS.

160. This class includes examinations for the mechanical trades and similar positions which do not require mental tests. These positions in the Custodian Service, the Quartermaster Corps, the Engineer Department at large, the Ordnance Department at large, the Navy-Yard Service, the Lighthouse Service, and certain other branches have been placed under the district system. (See pars. 2 and 3 (b).)

161. Appropriate examinations are held based on physical ability, and training and experience. The relative weights of these subjects on a scale of 100 are: Physical ability, 40; training and experience, 60. No competitor will be eligible for appointment who does not receive a rating of at least 70 per cent in the subject of training and experience and a rating of at least 70 per cent in the subject of physical ability, except that for persons allowed preference under section 1754, R. S. (see pars. 13 to 16), the required rating in training and experience is at least 65 per cent. The information on which the ratings are based must be furnished by the applicant in the application blank. Care should be taken to furnish accurate and complete information in order that a sufficient basis may be had for rating the papers. Each question in the application must be fully answered. Statements as to training and experience are accepted subject to verification.

162. The method of rating the subjects of these examinations is as follows:

*Physical ability.*—An applicant without apparent physical disqualification is rated at 98 for this element. For physical defects which may impair his efficiency in the position for which application is made, proportionate deduction will be made, according to the nature of the defects.

*Training and experience.*—This subject will be rated upon the statements made by the applicant in his application, as corroborated by his references. Consideration will be given to the date, length, quality, and character of the experience shown, and special consideration will be given experience which is continuous and recent.

163. In any of these examinations the commission may in its discretion call for such additional evidence of qualifications or capacity as it may deem necessary, but no recommendations other than those called for by the commission will be considered.

164. All competitors rated at 70 or more are eligible for appointment, and their names are placed on the proper register according to their ratings; but the names of persons preferred under section 1754, Revised Statutes, rated at 65 or more, are placed above those of persons who have not been allowed such preference. (See pars. 13 to 16.)

165. When noneducational examinations are given, applicants are not assembled for a mental examination, but are required to file fully executed applications, on the form prescribed, with the secretary of the civil-service district in which employment is desired, unless otherwise specified.

166. The following-named positions are among those filled through noneducational examination:

Blacksmith.	Master.	Plumber.
Carpenter.	Painter.	Stationary steam engineer. <sup>1</sup>
Marine steam engineer.	Pilot.	Stationary fireman.
Marine fireman.		

167. Except as provided in paragraphs 98, 114, 121, and 128, noneducational examinations will be held only at such times as eligibles are needed, when they will be publicly announced. Application and examination blanks (Form 1800) will not be distributed until an examination is announced.

168. Further information relative to the Engineer Department at large is given in paragraphs 95 to 101; Ordnance Department at large, paragraphs 109 to 117; Quartermaster Corps, paragraphs 102 to 108; Navy-Yard Service, paragraphs 124 to 128; Light-house Service, paragraphs 118 to 123; Custodian Service, paragraphs 88 to 94. The regulations governing certification and eligibility are shown in paragraphs 176 to 191.

169. The district secretary, or the Civil Service Commission at Washington, will furnish information concerning noneducational positions not covered by this pamphlet.

### UNSKILLED LABORER.

170. This position is unclassified. In cities where regulations are in force governing the employment of laborers in the Federal service, positions of this character are filled by the registration of eligibles after a physical test. The duties of men are those of a common laborer or workman and of women those of a charwoman or its equivalent.

171. In the Fifth Civil-Service District labor regulations are in force in Atlanta, Ga., and vicinity, and also in the Custodian Service in all cities in which Federal buildings are located.

172. Examinations for Atlanta are held annually in February. The distribution of application blanks will be made by the board of labor employment at the post office at Atlanta and will begin on January 2. Applications will not be accepted unless filed with the secretary of the Fifth Civil-Service District, 202 Post-Office Building, Atlanta, Ga., prior to the hour of closing business on February 1.

173. For the Custodian Service in Federal buildings in cities other than Atlanta, Ga., examinations will be held when vacancies occur and will be duly announced.

174. The age limits for this position, except in the Navy-Yard Service, are 20 and 50 years. (See par. 32.) The age limits are waived in the cases of honorably discharged veterans of the Civil War and persons honorably discharged from the United States military or naval service *by reason of disability resulting from wounds received or sickness incurred in the line of duty.*

175. For information concerning this position in cities and offices where labor regulations are not in force, inquiry should be made of the official in charge of the office where employment is desired. Secretaries of local boards of civil-service examiners at establishments of the Ordnance Department at large (see par. 109) and at navy yards and naval stations (see par. 124) will furnish information concerning the employment of unskilled labor at such establishments.

<sup>1</sup> Educational examination is required for the Custodian Service (see par. 90) and for positions paying more than \$900 a year in the Quartermaster Corps.

## CERTIFICATION AND ELIGIBILITY.

176. After the papers of an examination have been rated the names of the eligibles are entered on the register in the order of the averages attained. An average percentage of not less than 70 is required in order to become eligible for appointment, except in the case of persons honorably discharged from the United States military or naval service *for disability incurred in the line of duty*. The names of such persons whose claims for preference have been allowed by the Civil Service Commission and who attain an average percentage of not less than 65 will be placed at the head of the eligible register. (See pars. 13 to 16.)

177. Separate registers are established for men and women, and certification is made according to the requisition of the nominating officer.

178. The period of eligibility is one year from the date of entering the name on the register, but the entire register may be extended for a further period, if in the judgment of the commission the needs of the service so require.

179. The highest three names on the appropriate register are certified for each vacancy. Unless sooner selected for appointment, an eligible will be entitled to three certifications for appointment to each nominating or appointing officer in each service for which he may be eligible for appointment. An eligible will not be certified for filling a vacancy in a position paying an entrance salary lower than that named by him in his examination papers.

180. The appointment of a person whose name is on more than one register ordinarily operates to cancel his eligibility on all registers of the same or lower grade; an eligible should therefore advise the district secretary whether he desires his name to remain on any register established from examination other than the one which resulted in his appointment. Appointments may be made from a higher-grade register for filling vacancies in a lower-grade position.

181. For filling vacancies in the Internal-Revenue Service certification will be made of the names of eligibles who were examined in the internal-revenue district in which the vacancy occurs.

182. For filling vacancies in the Customs Service certification will be made of eligibles examined in the customs district in which the vacancy exists, except that when a customs district extends over parts of two or more civil-service districts certification will be made of eligibles examined in that part of the customs district which is in the civil-service district in which the vacancy exists.

183. For the positions of clerk, and carrier for city delivery, in post offices a separate register is established for each classified post office containing the names of eligibles examined for such office. For certain large post offices separate male clerk and carrier registers are established, while for all other offices in which both clerks and city carriers are employed the names of male eligibles are entered on both the clerk and the carrier registers.

184. Certification for filling the position of clerk in the Army Transport Service will be made of eligibles examined in the city, or the vicinity of the city, from which the transport sails.

185. In filling vacancies in the position of forest clerk in the Forest Service preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

186. In making certification for filling vacancies in the positions of stenographer, typewriter, and stenographer and typewriter occurring in field services the regulations outlined in the foregoing paragraphs relative to methods of certification for various branches of the service will apply, so far as possible. In case the register for



any locality becomes exhausted resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant. Each competitor will be given an opportunity at the time of his examination to indicate the localities in which he is willing to accept appointment.

187. Certifications for filling vacancies in the positions of stenographer, typewriter, and stenographer and typewriter in offices of chiefs of field divisions of the Land-Office Service will be made of eligibles examined at the place at which, or in the immediate vicinity of which, the vacancy exists; and in the absence of such local eligibles certification will be made of eligibles examined in the State in which the vacancy exists.

188. In filling vacancies in any position filled by educational examination not specifically provided for above, certification will be made of eligibles examined at the place at which, or in the immediate vicinity of which, the vacancy exists, except in the absence of local eligibles after due opportunity of local competition has been afforded, when certification may be made from registers for the nearest locality containing the names of available eligibles.

189. When certification for filling vacancies in a certain position or class of positions ordinarily is restricted to eligibles examined within a certain prescribed territory, and it is found to be impracticable to obtain sufficient eligibles from examinations held in such territory, then when the territory in which the examination is held is extended by special announcement of an examination in an effort to obtain additional eligibles, the territory from which certification will be made is likewise extended for the vacancy or vacancies covered by the announcement, unless the announcement specifies otherwise.

190. In filling vacancies in positions filled by noneducational examination and for which applications are filed with the district secretary, certification will be made of eligibles readily available for employment; in other words, of those who live in the place, or in the vicinity of the place, of employment, and of those who do not live there but who have presented themselves to a member of the local board of civil-service examiners (or to the employing officer when there is no local-board member) at the place at which employment is desired. An eligible who does not live at the place where he desires employment will not be certified for appointment there until he has personally appeared before a member of the local board of examiners (or the employing officer) at that place, has secured a certificate from the board member (or the employing officer) showing the date on which he appeared, and has filed such certificate with the district secretary. In this connection vicinity is defined as the territory within the usual commuting distance. An employing officer is the official in charge of an office or other establishment. Eligibles on registers maintained by the district secretary will be certified for filling vacancies occurring in various branches of the service included in the district system. From registers maintained by local boards, certification will be made of the highest qualified eligibles on the local-board registers, in conformity with the special regulations governing.

191. Every appointment is made for a probationary period. If the appointee is retained in the service at the end of six months (or at the end of one year if so specified in the certificate of appointment) such retention is equivalent to his absolute appointment. In the Post-Office Service the period of probationary appointment begins from the date of appointment as regular clerk or carrier and not from the date of appointment as substitute.

## **INFORMATION CONCERNING OTHER SERVICES.**

192. A Manual of Examinations is issued by the United States Civil Service Commission in January and July of each year. It contains full information concerning the regular spring and fall examinations for positions in the Departmental, Indian, Railway Mail, Government Printing, Philippine, Panama Canal, and other services.

### **TECHNICAL AND SCIENTIFIC EXAMINATIONS, ALL SERVICES.**

193. These examinations are announced from time to time as the needs of the service demand and are designed to meet the requirements of the positions to be filled. Eligibles are certified to vacancies in the departments at Washington, or in the local offices in the vicinity of their places of residence, or elsewhere, as in the judgment of the Civil Service Commission may be required for the good of the service. Information concerning these examinations may be obtained from the United States Civil Service Commission, Washington, D. C., or the district secretary.

### **RURAL CARRIER.**

194. Examinations for the position of rural carrier will be held as the needs of the service require. Applications are not accepted until examinations are announced. A copy of Form 1977, Instructions to Applicants for the Rural Carrier Examination, will be sent upon receipt of request by the secretary of the Fifth Civil-Service District, Atlanta, Ga., or the United States Civil Service Commission, Washington, D. C.

195. The age limits for this examination are 18 and 55 years, the maximum limit being waived in the case of honorably discharged United States soldiers and sailors. The age limitation is also waived in the case of persons employed as regular rural carriers who apply for examination for the position of motor rural carrier.

### **FOURTH-CLASS POSTMASTER.**

196. A copy of the regulations governing the appointment of fourth-class postmasters may be obtained from the United States Civil Service Commission, Washington, D. C., or the secretary of the Fifth Civil-Service District, Atlanta, Ga., upon request.

[5th Dist.]

# DESCRIPTION OF EXAMINATIONS.

First-grade, or clerical. (Time allowed, 5 hours.)		Second-grade, or minor clerical. (Time allowed, Post-Office Service, 4 hours; other services, 4½ hours.)		Third-grade, or subclerical. (Time allowed, 3 hours.)	
Subjects.	Relative weights.	Subjects.	Relative weights.	Subjects.	Relative weights.
1. Spelling.....	10	1. Spelling.....	10	1. Spelling.....	10
2. Arithmetic.....	25	2. Arithmetic.....	20	2. Arithmetic.....	20
3. Penmanship.....	15	3. Letter writing.....	20	3. Letter writing.....	20
4. Report writing.....	25	4. Penmanship.....	20	4. Penmanship.....	10
5. Copying and correcting manuscript.....	15	5. Copying from plain copy.....	20	5. Copying from plain copy.....	20
6. Geography and civil government of the United States.....	10	6. { United States geography <sup>2</sup> ..... { Reading addresses <sup>2</sup> .....	10	6. Training and experience <sup>2</sup> .....	20
Total.....	100	Total.....	100	Total.....	100

<sup>1</sup> In the first-grade examination competitors who fail to attain a rating of at least 70 in arithmetic or 65 in report writing will not be eligible for appointment, and the remaining subjects of their examinations will not be rated.

<sup>2</sup> The subject of reading addresses is given as subject six in the examination for the Post-Office Service; for other services the sixth subject is United States geography.

<sup>3</sup> Rated on application and corroborative evidence. Statements as to training and experience are accepted subject to verification.

## SPECIMEN QUESTIONS.

### FIRST-GRADE EXAMINATIONS.

**1. SPELLING:** Twenty words of more than average difficulty. **2. ARITHMETIC:** Fundamental rules, fractions, weights and measures, percentage, interest, discount, commission, customhouse business, stocks and bonds, partnership, analysis, and statement of simple accounts. **3. PENMANSHIP:** Rated on legibility, rapidity, neatness, and general appearance. **4. REPORT WRITING:** Test in writing in letter form an orderly, concise, and grammatical statement of the essential facts included in a given statement of 400 to 500 words. **5. COPYING AND CORRECTING MANUSCRIPT:** Test in making a smooth, corrected copy of a draft of manuscript which includes erasures, misspelled words, errors in syntax, etc. **6. GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES.**

The following questions and tests, which have been used, indicate the general character of these subjects:

**First Subject—Spelling.**—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

*Cylinder:* A long round body. *Promissory:* Containing a promise; as, a promissory note. *Essential:* Necessary or indispensable. *Discernible:* Apparent or visible. *Opportunity:* A fit or convenient time. *Deceitful:* False or tricky. *Deference:* Respect or regard. *Insertion:* The act of placing in; as, the insertion of an advertisement. *Facilitate:* To make easy; as, to facilitate business. *Schenecady:* A city of the United States. *Adjacent:* Lying near or bordering on. *Souvenir:* A token of remembrance. *Conceding:* Yielding or giving up; as, conceding a point. *Lineage:* Line of descent or ancestry; as, of royal lineage. *Deleterious:* Harmful or injurious; as, deleterious to health. *Horizontal:* On a level. *Patrimony:* An estate inherited from one's father. *Certificate:* A written testimony; as, a marriage certificate. *Reservoir:* A place of storage; as, a water reservoir. *Privilege:* A right; as, the privilege of voting.

**Second Subject—Arithmetic.**—In solving the following problems give the work in full, showing all the figures and mathematical signs necessary for the solution of each problem, without any unnecessary figures. Write the word "Answer" or its abbreviation, "Ans.," after the answer to each problem.

**1.** This question comprises a test in adding numbers crosswise and lengthwise. There are usually three columns of about twelve numbers each to be added. **2.** Multiply  $3\frac{2}{3}$  by 20.73, divide the product by 6.91, and to the quotient add the differences between  $7\frac{1}{2}$  and  $98\frac{1}{4}$ . Change all common fractions to decimals and solve by decimals. **3.** New Brunswick has 66,224 pupils enrolled in her elementary schools out of a population of 397,344. Saskatchewan has 36,225 pupils enrolled out of a population of 289,800. If the same per cent of the population were enrolled in Saskatchewan that is enrolled in New Brunswick, would Saskatchewan have to increase or decrease her present enrollment, and by how many per cent of the present enrollment? **4.** A public square is surrounded by a walk which contains an area of 1 acre and is 2 rods wide, the walk being entirely outside of the square. What is the area of the square? 1 acre=160 square rods. **5.** Make an itemized statement of the following account as it should appear taken from the books of Vogel & Son; make a proper heading; close the account; and bring down the balance as it should have appeared June 1, 1911: During the month of May, 1911, Vogel & Son had the following transactions with Benton Van Riper: May 1, he owed them on account \$59.80. May 2, he gave them his note due in 10 months for \$42, receiving credit for its present worth, \$40. May 4, he sold them 648 pounds pork at 12½ cents per pound. May 5, he bought of them 216 bushels wheat at 97½ cents per bushel. May 22, he sold them 75,850 bricks at \$9.40 per thousand. May 16, he transferred to them by indorsement a note given him by John Doe, face of note, \$900; accrued interest to date, \$36. May 23, he bought of them 880 pounds pork at 12½ cents per pound, agreeing to pay freight also at 16½ cents per 100 pounds, the freight to be prepaid by them. May 31, they sold him 14,560 pounds coal at \$6.90 per ton of 2,240 pounds.

**Third Subject—Penmanship.**—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fourth subject—report writing. No particular style of penmanship is preferred.



**Fourth Subject—Report Writing.**—Directions to the competitor. Condense the printed exercise into not more than 200 words, retaining all the facts. No effort should be made to follow the language of the text.

In rating this exercise the arrangement, completeness, exactness, and conciseness of the statement, its adherence to the subject matter, its style, and freedom from errors in grammar, etc., will be considered. The exercise follows:

The element which cost perhaps more than any other element in the world and it is also the rarest is radium and it is characterized by the ability to send out very strong rays; which has much in common with the Roentgen or X-rays, and resembles them very much, though they aren't the X-rays. The ones that first discovered radium was Professor and Mme. Curie of Paris; and we obtain radium now chiefly from pitchblende which is a uranium ore and they find it mostly in the Hartz Mountains. No one hasn't yet succeeded in separating the element radium by itself, but they sell it in the form of some one of its salts, generally the chlorid; and of this not only a few ounces is believed to be in existence. Radium has the same effect on bodily tissues like X-rays and they have made many attempts to employ it to cure organic diseases, but they haven't had a great degree of success in it yet but they have had some success. It now looks like they will limit its usefulness to cauterizing or burning; for there is lots of cases where the ordinary methods of cauterizing fails because they can't get to the diseased parts and the radium rays can, as in the case of inaccessible tumors or cancers which are very difficult to get to; and which the radium rays has been quite effective to remove them. Radium rays, however, like in the case of the X-rays, sometimes causes severe and practically incurable ulcers if the application of these rays are kept up too long, and the ulcers formed in this way are very difficult to cure. This was first discovered by an experimenter who carried a tiny vial of the salts of radium around in his pocket very careless and it caused ulcers on his body; from which we should be very careful in the use of it; and they now keep it in bottles of lead because the rays from the radium can't pass through them. It has been said that if they could isolate a pound of radium and place it in a room that no human being or animal couldn't remain in that room and live; which shows that the rays must be very strong. But perhaps there isn't so great a supply of radium in the world as this, or if there is, no one hasn't discovered it yet. The question of the possible distribution of radium throughout the earth's crust and perhaps it also exists in the sun and the stars have caused some interesting speculations by scientists concerning it.

**Fifth Subject—Copying and Correcting Manuscript.**—Spelling, use of capitals, and all omissions and mistakes will be taken into consideration in rating this subject.

Directions to the competitor.—Write a corrected copy of the manuscript accompanying. Correct all errors in syntax, spelling, punctuation, and capitalization; write in full abbreviated words, etc., as indicated. Do not change or paraphrase the language of the copy, or insert, omit, or modify words, phrases, or punctuation marks, except as may be necessary to correct errors.

The efficiency of the consular service is of <sup>vital</sup> concern to our foreign trading interests; & it had not ought to be overlooked in passing that the diplomatic officers also render considerable assistance in the development of trade. It is an exceedingly difficult task, however to measure, the value of consuls <sup>because</sup> ~~for the reason~~ much of their aid in winning foreign markets is <sup>given</sup> ~~rendered~~ indirect. He is known e.g. to be successful in paving the way for the success of itinerant agents of Am. firms & this is done <sup>in large part</sup> by the maintenance of a cordial relationship among our people & them of foreign countries, where the consuls are stationed. In many instances they are able for to assist the trained agents in placing the orders. It was a <sup>conscious</sup> recognition of this assistance & a realization of the necessity of having an effective Corp. of trained intelligent workers, <sup>in the service</sup> that has prompted the business men organizations to clamor for consular reform. The contest was waged for several years until finally the victory for merit & efficiency were won when Cong. passed the remedial act in 1906.

**Sixth Subject—Geography and Civil Government of the United States.**—Competitors are cautioned not to exceed the requirements of the questions in their answers, as the full value of a point will be charged for each incorrect point in the answer.

1. Name States as follows: Two which border Florida on the north; two which border Colorado on the north; two which border New York on the east; two which border Wisconsin on the west; one which borders Oregon on the north; one which borders New Hampshire on the east. 2. Name: The largest two rivers which border on Kentucky; the largest two lakes which border on Michigan; the largest two sounds on the coast of North Carolina; the two bodies of water which the Niagara River connects; a river which borders on Nevada; the river on which Omaha is situated. 3. In what State is each of the following-named prominent cities located: Asheville, Trinidad, Amsterdam, Findlay, Lynchburg, Sedalia, Walla Walla, Keene, Macon, Superior? 4. (a) How are justices of the Supreme Court appointed? (b) How many amendments have been added to the Constitution of the United States? 5. (a) Name two ways in which a bill may become a law without the President's signature. (b) Name the following officials: Speaker of the National House of Representatives; Chief Justice of the United States; and Secretary of State.

## SECOND-GRADE EXAMINATION.

1. **SPELLING:** Twenty words of average difficulty in common use. 2. **ARITHMETIC:** Embraces addition, subtraction, multiplication, and division of whole numbers and common and decimal fractions, and the ordinary weights and measures. 3. **LETTER WRITING:** Test in the use of the English language for business correspondence. 4. **PENMANSHIP:** Marked on legibility, rapidity, neatness, and general appearance. 5. **COPYING FROM PLAIN COPY:** An exact copy of a few printed lines in competitor's handwriting. 6. **READING ADDRESSES.**

The following questions and tests, which have been used, indicate the general character of these subjects:

**First Subject—Spelling.**—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

*Opponent:* One who opposes; as, a political opponent. *President:* The Chief Executive of the United States. *Conqueror:* One who conquers. *Wholesome:* Healthful; as wholesome food. *Achieve:* To gain; as, to achieve success. *Tranquil:* Quiet or peaceful. *Detach:* To separate or remove; as, to detach a leaf from a book. *Expensive:* Very costly. *Decease:* Death; as, a person's decease. *Noticeable:* Worthy of notice; as, a noticeable occasion. *Suspicious:* Exciting suspicion; as, a suspicious circumstance. *Terrace:* A raised bank of earth. *Rapping:* Making a number of quick blows. *Language:* The speech of a people; as, the English language. *Schedule:* A list or inventory; as, a schedule of prices. *Tying:* Binding or fastening with a cord. *Vulgar:* Low or mean. *Course:* A way or track; as, a race course. *Salary:* A stated allowance paid for services. *Chicago:* A city in the United States.

**Second Subject—Arithmetic.**—In solving the following problems, give the work in full, showing all the figures and mathematical signs necessary for the solution of each problem, without any unnecessary figures. Write the word "Answer" or its abbreviation, "Ans.," after the answer to each problem.

1. Add the following (here will be given a short column of figures) and subtract 1,364,697,029 from the sum. 2. Multiply .9364 by  $90\frac{2}{3}$  and divide the product by .4682. Change the  $\frac{2}{3}$  to a decimal before multiplying and solve by decimals. 3. A man bought a farm of  $97\frac{1}{2}$  acres. He then sold  $20\frac{1}{2}$  acres at a loss of \$67.50, receiving \$1,343.50 for the part sold. How much money did the entire farm cost him? 4. A jeweler paid \$201.60 for old gold at \$1.20 per pennyweight, and made it into rings weighing  $3\frac{1}{2}$  pennyweights each. He sold the rings at \$6.50 each. How much more money did he get for the rings than he paid for the gold? 5. A man cut 98 boards, each 18 feet long and 16 inches wide, into palings each 3 feet long and 2 inches wide. He sold the palings for \$2.50 per hundred. How much money did the palings bring? Make no allowance for saw cuts.

**Third Subject—Letter Writing.**—The competitor is permitted to write on either of two subjects given. The following subject has been used:

Write a letter of not less than 125 words, giving your views as to the advantages derived from free public libraries in the principal cities of your State. This exercise is designed chiefly to test the competitor's skill in simple English composition. In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to the subject, will be considered.

**Fourth Subject—Penmanship.**—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the subject of copying from plain copy. No particular style of penmanship is preferred.

**Fifth Subject—Copying from Plain Copy.**—Paragraph, spell, capitalize, and punctuate precisely as in copy. All omissions and mistakes will be taken into consideration in rating this subject.

Make an exact written copy of the following:

No recommendation of an applicant, competitor, or eligible involving any disclosure of his political or religious opinions or affiliations shall be received, filed, or considered by the commission, by any board of examiners, or by any nominating or appointing officer. In making removals or reductions, or in imposing punishment for delinquency or misconduct, penalties like in character shall



be imposed for like offenses, and action thereupon shall be taken irrespective of the political or religious opinions or affiliations of the offenders. A person holding a position on the date said position is classified under the civil-service act shall be entitled to all the rights and benefits possessed by persons of the same class or grade appointed upon examination under the provisions of said act.

**Sixth Subject (Services other than Post Office)—Geography.**—Competitors are cautioned not to exceed the requirements of the questions in their answers, as the full value of a point will be charged for each incorrect point in the answer.

1. Name States as follows: Two which border Florida on the north; two which border Colorado on the north; two which border New York on the east; two which border Wisconsin on the west; one which borders Oregon on the north; one which borders New Hampshire on the east. 2. Name: The largest two rivers which border on Kentucky; the largest two lakes which border on Michigan; the largest two sounds on the coast of North Carolina; the two bodies of water which the Niagara River connects; a river which borders on Nevada; the river on which Omaha is situated. 3. (a) Name the capital of each of the following-named States: Washington, Michigan, Arkansas, Maryland, Massachusetts; (b) Name the most populous city in each of the following-named States: Pennsylvania, Oregon, Vermont, Louisiana, Illinois. 4. In what State is each of the following-named prominent cities located: Asheville, Trinidad, Amsterdam, Findlay, Lynchburg, Sedalia, Walla Walla, Keene, Macon, Superior? 5. Name a river or other large body of water on which each of the following-named prominent cities is located; Jersey City; Little Rock; Duluth; Providence; Dubuque; Olympia; Charleston, S. C.; Toledo; Pierre; La Crosse.

**Sixth Subject (Post-Office Service)—Reading Addresses.**—This exercise consists of the reading of a number of written addresses, which are photolithographed on one page of a folded sheet. On another page of the sheet are printed the same addresses, these printed addresses containing errors of omission, substitution, or insertion. The competitor is required to indicate the errors in each printed address by drawing a line below the word with pencil, thus, Wilam for William, in any portion of a printed address which is not a correct copy of the written address. He should not draw a line through the incorrect word nor write the correct word over it. He should indicate any words, figures, or initials omitted on the printed page by the use of a caret, thus, ^; but SHOULD NOT indicate the omission or substitution of a particular letter in a word by the use of a caret. Words abbreviated in the written address, but printed in full in the printed address, are regarded as correct if the correct words are printed. Differences in punctuation or capitalization are not regarded as errors. All competitors will be started at a given signal and will be stopped together at the end of ten (10) minutes. The rating will be determined on accuracy only.

The following are illustrations of the method which should be pursued in indicating errors:

WRITTEN ADDRESS—CORRECT.

*Thos. H. Martin,  
Foreman, City Water Works,  
High Road,  
Grand Forks,  
N. Dak.*

PRINTED ADDRESS—WITH ERRORS NOTED.

Theodore M. Martin, Foreman, ^ Water Works,  
High Road, Grand Forks, North Dakota.

WRITTEN ADDRESS—CORRECT.

*Major Gen. A. T. Chandler,  
Fort Thomas, Alden Co.,  
Ala.*

PRINTED ADDRESS—WITH ERRORS NOTED.

Major ^ A. T. Chandler,  
Fort Thompson, Alden County, Alabama.



## THIRD-GRADE EXAMINATION.

**1. SPELLING:** Twenty simple words in ordinary use. **2. ARITHMETIC:** Embraces addition, subtraction, multiplication, and division of whole numbers and of United States money. **3. LETTER WRITING:** Test in the use of the English language for business correspondence. **4. PENMANSHIP:** Marked on legibility, rapidity, neatness, and general appearance. **5. COPYING FROM PLAIN COPY:** An exact copy of a few printed lines, in competitor's handwriting. **6. TRAINING, EXPERIENCE, AND FITNESS.**

The following questions and tests, which have been used, indicate the general character of these subjects:

**First Subject—Spelling.**—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

**Sugar:** A sweet substance made from the juice of the sugar cane. **Pledge:** Something given as security. **Cashier:** One who has charge of money in a bank. **Figure:** A mark representing a number. **Carrying:** Conveying or transporting in any way. **Breadth:** The measure from side to side. **Sheet:** The amount of paper made in one body or piece; as, a sheet of paper. **Easily:** In an easy manner. **Frontier:** The border or limits of a country. **Patience:** The state or quality of being patient. **Guess:** The act of guessing; as, to guess at one's weight. **Threat:** The act of threatening; as, to make a threat. **Diamond:** A precious gem. **Visit:** To go to see; as, to visit a friend. **Repair:** To mend or make over; as, to repair clothes. **People:** The body of persons composing a nation; as, the American people. **Require:** To be in need of; as, to require money. **Grease:** Soft animal fat. **Answer:** To reply to; as, to answer a letter. **Exist:** To live; as, to exist in poverty.

**Second Subject—Arithmetic.**—In solving the following problems, give the work in full, showing all the figures and mathematical signs necessary for the solution of each problem, without any unnecessary figures. Write the word "Answer" or the abbreviation "Ans." after the answer to each problem.

**1.** (This question will consist of a short column of figures to be added.) **2.** Divide 2,408,588 by 4,732. **3.** Multiply 8,643 by 608, and then subtract 98,746. **4.** A merchant, who spent \$225, bought 65 pounds of butter at 30 cents per pound, 84 barrels of apples at \$2.25 per barrel, and spent the remainder for coffee. How much did he spend for coffee? **5.** During the month of August 450,000 bushels of wheat were shipped from a certain port. During September 87,960 more bushels were shipped than during August. What was the total number of bushels shipped in the two months?

**Third Subject—Letter Writing.**—The competitor is permitted to write on either one of two subjects given. The following subject has been used:

Write a letter containing not less than 100 words stating some of the advantages now derived by mankind from the art of printing. This exercise is designed chiefly to test the competitor's skill in simple English composition. In rating the letter its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to the subject, will be considered.

**Fourth Subject—Penmanship.**—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fifth subject—copying from plain copy. No particular style of penmanship is preferred.

**Fifth Subject—Copying from Plain Copy.**—Paragraph, spell, capitalize, and punctuate precisely as in the copy. All omissions and mistakes will be taken into consideration in rating this subject.

Make an exact written copy of the following:

The present postal policy is to carry newspapers in some cases free, and in all other cases at much lower rates of postage than is charged for letters; the one being for the public weal, while the other is for private benefit. If the telegraph becomes a part of the service, it will still be the duty of the Department to transmit telegrams for the press at much lower rates than for private individuals.

## BRIEF OUTLINE OF THE RULES FOR RATING EXAMINATION PAPERS.

As soon as practicable after an examination, the papers of the competitors are rated and the average percentage of each ascertained, and competitors notified whether they pass or fail. The following is a brief outline of the rules for rating:

RULES FOR RATING SPELLING.	From 100 deduct—
For each error in spelling when the exercise consists of 20 words.....	5
For each error in capitalization.....	1
For each failure to use or for each wrong use of the hyphen and for each improper division of a word into a compound word when required to be written solid.....	2

## RULES FOR RATING ARITHMETIC.

	From 100 deduct—
For each wrong process or for each omission or insertion of a step in a solution, according to gravity of error.....	10 to 100
For error in or evasion of a decimal or a common-fraction test, or for using wrong table in denominate numbers.....	25
For error in computation or copying, or for superfluous work not canceled.....	10
For complex method, the correct result being produced.....	5
For wrong or omitted punctuation, for fraction in answer not reduced to lowest terms, or for approximate result not sufficiently exact.....	5 to 10
For wrong or omitted designation, or sign of relation, or for use of superfluous ciphers.....	5
For omitting work entirely, the correct answer being given.....	5 to 35
For omitting work in part, according to gravity of error.....	5 to 25
For giving proof instead of solution, according to gravity of error.....	5 to 35
For writing a solution with pencil.....	5

Errors not specifically covered by the foregoing rules will be marked in the discretion of the examiners.

## RULES FOR RATING LETTER WRITING.

In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to and treatment of the subject given are considered, and its value, in the judgment of the examiners, determined on a scale of 100.

In determining the rating for letter writing it is proper for the examiner to be guided in a general way by the following scheme: Excellent, 95 to 90; good, 90 to 80; fair, 80 to 70; ordinary, 70 to 60; poor, 60 to 50; very poor, 50 to 25; practically worthless, 25 to 0.

## RULES FOR RATING REPORT WRITING.

In general, in addition to conciseness and completeness of the summary, the same elements will be considered in rating this subject as are considered in rating letter writing, and the ratings will be determined upon practically the same basis.

## RULES FOR RATING PENMANSHIP.

Penmanship is rated according to its value on a scale of 100. In determining the rating, legibility, rapidity, neatness, and general appearance, as well as correctness and uniformity in the formation of words, letters, and punctuation marks, are considered, and it is proper for examiners to be guided in a general way by the following scheme: Excellent, 90 to 85; very good, 85 to 80; good, 80 to 75; ordinary, 75 to 70; poor, 70 to 65; very poor, 65 to 50; below the grade of "very poor," 50 to 10.

## RULES FOR RATING COPYING FROM PLAIN COPY.

	From 100 deduct—
For each word or figure omitted, repeated, substituted, or improperly inserted.....	5
For each error in spelling, for each transposition, for each abbreviation not in the copy, for each failure to capitalize according to copy, for each failure to punctuate according to copy, for each failure to indent margin as in copy, for each error in paragraphing, and for irregularity in left-hand margin.....	5
For each misdivision of a word at the end of a line, for each omission or improper use of the hyphen in dividing a word at the end of a line, for each word altered, interlined, or canceled, for each blot or minor erasure, if not neat.....	1
For any other deviation from copy not covered by the foregoing, charges are made in the discretion of the examiners.	

## RULES FOR RATING COPYING AND CORRECTING MANUSCRIPT, FIRST GRADE.

For each error in spelling (only one charge to be made for the repeated misspelling of the same word in the same manner); for each error in syntax (no charges to be made for consequential errors); for each word omitted, inserted, or substituted which avoids a test or causes an essential change in meaning; for failure to write any transposition, insertion, or inclosure as indicated; for restoring a word or words canceled in the copy (only 3 to be charged for restoring any group of words canceled together in copy); for each important word omitted from a phrase or other group of words.....	
For making any transposition of a word or group of words not indicated; for each abbreviation; for irregularity in left-hand margin (in each of the three cases indicated according to gravity of error).....	1 to 5
For writing part of the exercise and then commencing again; for signing name.....	1

[5th Dist.]

From 100  
deduct—

For each change in tense or number which does not result in an error of syntax or radical change in meaning (only one charge to be made for a consistent sequence of changes); for each word omitted, inserted, substituted, or repeated which does not avoid a test or cause an essential change in meaning; for each error in capitalization, punctuation, indentation, paragraphing, or in division of words; for each omission of the hyphen or for placing it at the beginning of the line instead of at the end of the preceding line (total charges in either case not to exceed 5); for stenographic periods (only one charge in exercise); for each blot, each word interlined or canceled, each alteration or erasure if not neat (not more than 5 to be charged for any one interlineation, cancellation, alteration, or erasure); for omitting an unimportant word from phrases or other groups of words; for the omission or insertion of a stroke in a letter.....	1
For paraphrasing the language of the text, according to gravity of error.....	5 to 100

#### RULES FOR RATING GEOGRAPHY.

In rating this subject each answer is rated in the judgment of the examiners according to its value on a scale of 100.

When the question requires in the answer a specified number of States, cities, rivers, or bodies of water, etc., and the answer contains a greater number than is required by the question, each incorrect part or point shall be charged the value of a required part.

#### RULES FOR RATING READING ADDRESSES.

The rating on this subject is for accuracy *only*. A charge of 2 is made for each error or omission in noting the errors on the printed sheet when compared with the correct written addresses given. The difference between the sum of the errors thus found and 100 is the rating on this subject.

#### RULES FOR RATING GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES.

In rating, each answer will be rated in the judgment of the examiners according to its value on a scale of 100.

When the question requires in the answer a specified number of parts or points, and the answer given includes a greater number, each incorrect part or point shall be charged the value of a required part.

By direction of the commission:

JOHN A. McILHENNY,  
*President.*

[5th Dist.]







**USE THIS BLANK WHEN WRITING FOR APPLICATION  
FORM.**

Persons desiring to be examined for any of the positions referred to in this pamphlet *should first read carefully the instructions contained in the pamphlet. Applications will not be accepted from persons who are unable to meet the requirements.* For some examinations application forms are issued only between certain dates which are specified in the pamphlet, and for others only when examinations are required to meet the needs of the service. If an examination is to be held, the blank form below should be torn off, filled out, and mailed to the district secretary.

FORM 1372—Request.

....., 191 .  
(Date.)

SECRETARY, FIFTH CIVIL-SERVICE DISTRICT,  
*Atlanta, Ga.*

Please mail to the address given below application form No. ...., in order that  
I may take the ..... examination  
at .....  
on .....  
(Date.)

Signature, .....

Address, .....  
.....

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**WHEN MAILING YOUR APPLICATION, BE CAREFUL TO ATTACH  
SUFFICIENT POSTAGE (USUALLY AT LEAST 4 CENTS) AND TO WRITE  
YOUR NAME AND ADDRESS IN THE UPPER LEFT-HAND CORNER OF  
THE ENVELOPE.**



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**All library items are subject to recall at any time.**

[illegible]

Brigham Young University

